NSA-CSSPMM 30-2
Chapter 340

APPENDIX C

DETACH BEFORE PREPARING
PRINT WITH PEN ONLY

WORKFORCE ASSESSMENT DATA COLLECTION
(Reference: NSA/CSS PMM 30-2, Chapter 340)

RETURN ENTIRE PACKET TO M35 BY

SOCIAL SECURITY NO. (1) | NAME (Last, First, MI)

GRADE (e.g. GG (05 02) (3)) | ORG (4)

COSC (5) | JOB NUMBER (6)

SECTION I: FROM THE EMPLOYEE PERFORMANCE APPRAISAL, FORM P1, TRANSCRIBE THE FOLLOWING DATA

(The numbers in ( ) on the P1 correspond to the block numbers here. Enter one character per assigned block)

BLOCK 7: APPRAISAL PERIOD

FROM

| YR | MO | DA | YR | MO | DA |

8 - 19: DUTY RATINGS

OVERALL PERFORMANCE RATING

20: DATE OF EMPLOYEE DISCUSSION

| YR | MO | DA |

21. DID EMPLOYEE HAVE COMMENTS ON FORM P1?
Y = YES
N = NO

SECTION II: FROM THE INVENTORY OF ATTRIBUTES, FORM P1B, TRANSCRIBE THE FOLLOWING

(The numbers in ( ) on the P1B correspond to the block numbers here. Enter one character per assigned block)

BLOCK 22: DATES EMPLOYEE UNDER SUPERVISION

FROM | TO

| YR | MO | DA | YR | MO | DA |

23: SUPERVISOR'S SOCIAL SECURITY NUMBER. INDICATE IF CIVILIAN OR MILITARY IN

(C = CIVILIAN M = MILITARY)

(Social Security Number)

24-30: INVENTORY EVALUATIONS

(For a one-digit evaluation, precede the evaluation with a 0
e.g. Evaluation 8 = 88)

(attribute A corresponds to block 24, etc.)

| (24) | (25) | (26) | (27) | (28) | (29) |

31

32-34: RANKING BY SUPERVISOR

(If number is only one or two digits, precede with 0, e.g.
6 = 006, 27 = 027)

32. NO. OF EMPLOYEES | 33. EMPLOYEE RANKING | 34. DATE OF SUPERVISOR'S SIGNATURE | YR | MO | DA |

35-36: RANKING BY REVIEWING OFFICIAL
(If one or two digits, precede with 0's, e.g. 6 = 006)

| 35. NO. OF EMPLOYEES | 36. EMPLOYEE RANKING |

FORM P1A AUG 74